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Authority NND 51251

BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

WAR DEPARTMENT

STRATEGIC SERVICES UNIT

P E R S O N N E L B R A N C H

BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

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Authority NND 51251

BUDGET ESTIMATES - FISCAL YEAR 1947
FISCAL YEAR ENDING 30 JUNE 1947

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Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Office of Chief

Security Division

Personnel Division

Headquarters and
Headquarters
Detachment

Naval Command

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BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Exhibit II
(Functional Chart)

OFFICE OF CHIEF

Plans, coordinates and directs all personnel management and security functions for the SSU.

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5 1/2

SECURITY DIVISION

Investigates and concludes the integrity of all personnel.

Provides security facilities for all SSU domestic installations, equipment and records.

PERSONNEL DIVISION

Recruits and places all SSU personnel.

Classifies all SSU positions.

Conducts organization and personnel utilization surveys and studies.

Administers efficiency rating and promotion programs.

Maintains personnel records.

HEADQUARTERS AND
HEADQUARTERS
DETACHMENT

Provides such administrative services for the military personnel of SSU as keeping necessary records, issuing orders and preparing pay roll data.

Maintains liaison with War Department on matters affecting military personnel.

NAVAL COMMAND

Provides such administrative services for the naval personnel of SSU as keeping records of assignments and similar data.

Maintains liaison with the Navy Department on matters affecting naval personnel.

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BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

Chapter III

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STRATEGIC SERVICES UNIT PERSONNEL BRANCH

The Personnel Branch consists of (1) an Office of the Chief, (2) a Security Division, (3) a Personnel Division, (4) a Headquarters and Headquarters Detachment and (5) a Naval Command.

This Branch is responsible for all personnel management activities affecting civilian, military and Naval personnel of the SSU; the physical security of all SSU installations within the United States, and for maintaining personnel security on a continuing basis throughout the world.

- (1) Office of the Chief: Subject to the policies fixed by the Director, this office develops plans for, coordinates, and directs all personnel management and security functions, including the procurement and assignment of civilian, military and Naval personnel, the classification of positions, and the maintenance of necessary records.
- (2) Security Division: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departees, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.
- (3) Personnel Division: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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SECURITY DIVISION

STATEMENT OF ACTIVITIES
SECURITY DIVISION FOR FISCAL YEAR 1947

1
The Security Division was reorganized through several steps in 1947. It consists of a central security division and a personnel security division. The central security division is responsible for the general security of the United States and the personnel security division is responsible for the security of personnel.

2
The Security Division was reorganized through several steps in 1947. It consists of a central security division and a personnel security division. The central security division is responsible for the general security of the United States and the personnel security division is responsible for the security of personnel.

BUDGET ESTIMATES

PERSONNEL BRANCH

SECURITY DIVISION

FISCAL YEAR 1947

3
The Security Division was reorganized through several steps in 1947. It consists of a central security division and a personnel security division. The central security division is responsible for the general security of the United States and the personnel security division is responsible for the security of personnel.

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SECURITY DIVISION

STATEMENT OF JUSTIFICATION
BUDGET ESTIMATES FOR FISCAL YEAR ENDING 30 JUNE 1947

Function: The Security Division was established through General Order No. 10, dated 10 December 1945. It consists of a physical security section and a personnel security section and is responsible for the physical security of installations of SSU within the continental limits of the United States and for obtaining personnel security clearances.

Activities: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departees, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

Coordination: Constant liaison is maintained regarding specific personnel cases with all branches of SSU in the United States and abroad and the Division is also in liaison with the FBI, CSC, ONI, MIS, and other Government Intelligence Agencies.

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EXHIBIT I
(Organizational Chart)

WAR DEPARTMENT
STRATEGIC SERVICES UNIT
SECURITY DIVISION

OFFICE OF
CHIEF

PERSONNEL
SECURITY
SECTION

PHYSICAL
SECURITY
SECTION

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EXHIBIT II
(Functional Chart)

WAR DEPARTMENT
STRATEGIC SERVICES UNIT
SECURITY DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

OFFICE OF THE CHIEF
Plans and supervises operations
of Division.

01. Personal Services

02. Travel 3

03. PERSONNEL SECURITY SECTION
Investigates and evaluates suitability of SSU personnel.
Maintains liaison with other agencies.
Makes recommendations as to employment of, continuance with and severance from SSU on security basis of all personnel. Indoc-
trinates personnel along security lines.

04. Personal Services and Contracts

PHYSICAL SECURITY SECTION

Enforces and supervises security operations of SSU headquarters and areas within continental U.S.

Issues badges, passes, and other identification to all SSU employees and official visitors.

188,061

21,800

TOTAL 209,861

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Office of the Chief: The Office of the Chief of the Division supervises, plans, and administers the operations of the Division.

SECURITY DIVISION

SUMMARY

Budget Estimates for Fiscal Year Ending 30 June 1947		
	Vouchered Funds	Special Funds
01. Personal Services	108,961	4,300
02. Travel	3,600	None
03. Transportation-Materials	None	None
04. Communications	None	None
05. Rents and Utilities	None	None
06. Printing and Binding	None	None
07. Other Contractual Services	16,000	None
08. Supplies	500	None
09. Equipment	None	None
00. Personal Services and Contracts	None	18,000
	129,061	22,500
		TOTAL 151,361

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Office of the Chief: The Office of the Chief of the Division supervises, plans, and administers the operations of the Division.

Personnel Security Section: The Personnel Security Section is responsible for (1) investigating and evaluating the integrity of personnel on a continuing basis wherever personnel are assigned (2) for final recommendations on the grounds of security to be made to the Director, the Strategic Services Officer or the Chief of Mission, as the case may be, as to the employment by, continuance with or severance from SSU of all personnel (3) for investigating security violations and recommending appropriate disciplinary steps to the Director (4) for devising security systems for installations overseas in cooperation with the heads of such activities, (5) for the maintenance of the Security Service Records Card system (6) for interviewing and indoctrinating in security requirements and matters all new employees, all SSU employees going abroad and returning from abroad, as well as all overseas couriers (7) for determining the qualifications of couriers, including overseas couriers, and the appropriateness of material to be couriered by individuals assigned to SSU (8) for indoctrinating all persons assigned to perform security functions overseas and (a) to provide them with appropriate current security data concerning all SSU employees assigned to their respective overseas theaters, and (b) to set up and maintain necessary two-way security liaison with such overseas security officers (9) for keeping informed of the current assignments of all personnel at all times (10) for assistance in obtaining cryptographic clearances for Message Center personnel (11) for maintaining and expanding where appropriate or expedient, necessary two-way security liaison with Departments, Bureaus and Agencies of the Government, including Government Intelligence Agencies.

Physical Security Section: The Physical Security Section is responsible for (1) enforcement and supervision of all security operations of the SSU headquarters and areas in the continental U.S., including supervision of receptionist and guard forces, protection of property, records, information and operations of SSU (2) issuance of badges, passes and other identification devices to all SSU employees and official visitors.

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SUMMARY OF P

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIA	
	1946			1947			1946	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY
Office of the Chief	4		19,315	4		19,315	1	4,300
Personnel Security Sect.	11		32,560	11		33,220		
Physical Security Sect.	26*		55,106	26		56,426		

01. Personal Services

DATE: 4th August 2004

Office of the Chief:

Office of the Chief:	
TITLE OF POSITION	CIVIL SERVICE PERSONNEL
OR	

ORGANIZATION UNIT

The Security Division is under the direction of a chief, assisted by a deputy assistant, with one administrative assistant and one clerk. The Office of the Chief is responsible for the overall supervision and the establishment of policies and related matters for the entire division.

activities of the entire division.

Due to the nature of the duties of the special assistant, it is necessary that he be carried on unvouchered funds.

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1	CAP-9	3,640	1	CAP-9	3,640
---	-------	-------	---	-------	-------

Magistry & File Clerk

1	CAF-5	2,320	1	CAF-5	2,31
---	-------	-------	---	-------	------

TOTAL	4	19,315	4	19,315
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Remarks:

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SUMMARY OF PERSONNEL REQUIREMENTS

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

DATE: 18 January 1948																		
TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL				ARMY DEL PERSONNEL			
	1946			1947			1946		1947		1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	RANK	
Chief of Division	1	CAF14	7,125	1	CAF14	7,125					1	7,125	1	7,125				
Deputy Chief	1	CAF13	6,230	1	CAF13	6,230					1	6,230	1	6,230				
Social Assistant							1	4,300	1	4,300	1	4,300	1	4,300				
Asst. Assistant	1	CAF-9	3,640	1	CAF-9	3,640					1	3,640	1	3,640				
Clerk & File Clerk	1	CAF-5	2,320	1	CAF-5	2,320					1	2,320	1	2,320				
	</																	

Remarks:

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SUMMARY OF PERSONNEL REQUIREMENTS

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 18 January 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL			
	1946			1947			1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY
Chief of Section	1	CAF12	5,180	1	CAF12	5,180					1	5,180	1	5,180
Assistant Chief	--	---	----	1	CAF11	4,300					-	----	1	4,300
Investigator(s)	2	CAF-9	7,280	1	CAF-9	3,640					2	7,280	1	3,640
Investigator(s)	3	CAF-7	8,940	3	CAF-7	8,940					3	8,940	3	8,940
Secretary	1	CAF-5	2,320	1	CAF-5	2,320					1	2,320	1	2,320
Clerk	2	CAF-5	4,640	2	CAF-5	4,640					2	4,640	2	4,640
Clerk-Typist	1	CAF-4	2,100	1	CAF-4	2,100					1	2,100	1	2,100
File Clerk	1	CAF-4	2,100	1	CAF-4	2,100					1	2,100	1	2,100
TOTAL	11		32,560	11		33,220					11	32,560	11	33,220

Remarks:

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will be included in the
for percent of overtime.

Physical Security Section:

The enforcement and supervision of all security operations of the SSU headquarters and areas in the continental United States is administered by this section. It includes the supervision of receptionist and guard forces, care and protection of all buildings, offices and warehouses and care and protection of property and records of SSU. Badges and passes and other entrance credentials are issued by this section.

NO.	GRADE	SALARY	NO.	GRADE	SALARY
1	CAT-12	5,180	1	CAT-12	5,180

Personal Services: - The Physical Security Section is under the direction of a Chief, with an Assistant Chief and a Badge Officer. The receptionist unit is headed by a Head Receptionist with an Assistant and a staff of five receptionists. The guard force, furnished by PBA, is staffed by forty-five (45) PBA guards required to fill twenty-eight PBA Guard Posts. Of these forty-five PBA guards, the services of sixteen (16) (required to fill ten PBA Guard Posts) are afforded to SSU by PBA on a reimbursable basis since only fifteen PBA Guard Posts (29 men) are authorized by PBA for the six buildings occupied by SSU in Washington, D.C.

Receptionist	1	CAT-5	2,320	1	CAT-5	2,320
Head Receptionist's	1	CAT-4	2,100	1	CAT-4	2,100
Receptionist	5	CAT-3	2,510	5	CAT-3	2,510
	16		29,376	16		29,376
TOTAL	26		55,106	26		56,426

Guards are secured from PBA on a reimbursable

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BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

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SUMMARY OF PERSONNEL REQUIREMENTS

FISCAL YEARS 1946 - 1947

BRANCH: Personnel
DIVISION: Security
SECTION: Physical Security

No funds will be included in the estimates for payment of overtime.

18 January 1946

NAME OF POSITION OR ORGANIZATION UNIT (INCLUDING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL				ARMED SER. PERSONNEL				TEMPORARY PART-TIME	
	1946			1947			1946		1947		1946		1947		1946	1947	1946	1947	NO.	ANNUAL SALARY
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK		
Section	1	CAF12	5,180	1	CAF12	5,180					1	5,180	1	5,180					1	1
Chief	-	----	----	1	CAF11	4,300					-	----	1	4,300					-	1
Assistant	1	CAF-9	3,640	-	----	----					1	3,640	-	----					1	-
Assistant	-	----	----	1	CAF-9	3,640					-	----	1	3,640					-	1
Assistant	1	CAF-7	2,980	-	----	----					1	2,980	-	----					1	-
Receptionist	1	CAF-5	2,320	1	CAF-5	2,320					1	2,320	1	2,320					1	1
Chief Receptionist	1	CAF-4	2,100	1	CAF-4	2,100					1	2,100	1	2,100					1	1
Administrative	5	CAF-3	9,510	5	CAF-3	9,510					5	9,510	5	9,510					5	5
	16		29,376	16		29,376					16	29,376	16	29,376					16	16
TOTAL	26		55,106	26		56,426					26	55,106	26	56,426					26	26

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02. Travel

1. Other contractual services:

Travel in connection with special investigations by the Special Assistant. Also travel in connection with setting up and maintaining certain investigative liaison.
For personnel: Special Agent in Charge, Special Agent, and prospective SAs personnel
Requests for unusual repairs to safes for which outside help must be obtained.

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For payments to commercial Investigative Concerns for reports on prospective SSU personnel.
payments for unusual repairs to safes for which outside help must be obtained.

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90. Personal services and contracts:

For special investigative contract.

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WAR DEPARTMENT
Strategic Services Unit
Personnel Branch - Personnel Division
Statement of Justification

activities. The Federal Budget for Fiscal Year Ending 30 June 1947 in that portion of the Government's activities concerned with the administration of justice, over 100,000,000 was expended on salaries personnel, development and implementation of criminal, juvenile and civil justice policies, protection of Federal personnel, criminal, juvenile and civil justice administration, juvenile justice, juvenile justice services and prisoner parole and special personnel reports. The budget was allocated to various activities with other governmental and private organizations.

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WAR DEPARTMENT
Strategic Services Unit
Personnel Branch - Personnel Division
Statement of Justification
Budget for Fiscal Year Ending 30 June 1947

GROUP 1
(Excluded from automatic downgrading and declassification)

Estimates for the Personnel Division have been determined only after a careful consideration of the presently known needs and anticipated needs, based upon the conversion of the activities from an emergency to a peacetime program.

Function: The Personnel Division was established through General Order No. 10 for the purpose of recruiting Army, Navy and civilian personnel; placement of these personnel; administration of personnel policy; maintenance of necessary records.

Activities: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH
PERSONNEL DIVISION

Office of the Chief

Classification and
Personnel Utilization
Section

Procurement and
Placement Section

Statistics and
Records Section

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STRATEGIC SERVICES UNIT PERSONNEL BRANCH PERSONNEL DIVISION

Exhibit II (Functional Chart)

OFFICE OF THE CHIEF

Directs and coordinates the personnel management functions of the Division

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CLASSIFICATION AND PERSONNEL UTILIZATION SECTION

Classifies and allocates all positions in the SSU.

Conducts organizational studies to determine the best structure to carry out the objectives of the SSU.

Evaluates utilization of all SSU personnel through studies and recommendations regarding employee assignment.

PROCUREMENT AND PLACEMENT SECTION

Recruits, selects, and places civilian, naval and military personnel required by SSU in domestic and foreign operations.

Hears and adjusts personal grievances of employees.

Administers promotion and efficiency rating programs.

STATISTICS AND RECORDS SECTION

Posts all necessary information on Retirement Record cards.

Prepares official personnel action sheets.

Prepares reports for Civil Service Commission and Congressional Committees as required.

Maintains status control of all personnel actions.

Maintains a Central Mail and File service for the Division.

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Office of the Chief

This Office provides the administrative direction of the personnel management functions carried on in the Division.

Classification and Personnel Utilization Section

This Section conducts studies and analyses regarding organizational structure and individual positions of the SSU. Advises the Chief of Personnel for the Director regarding organizational, classification, and personnel utilization matters. Maintains liaison with the Civil Service Commission regarding classification of positions in accordance with established laws and regulations. Maintains position description and related records files.

Procurement and Placement Section

This Section recruits personnel needed to carry on functions of the SSU. Selects personnel for specific positions in accordance with established qualification standards. Negotiates with other Government agencies, private organizations, and individuals regarding the procurement of qualified personnel. Advises operating officials and coordinates the preparation and review of efficiency reports. Hears and advises individual employees on personal matters, such as working conditions, housing, welfare, personal finances, and recreation, recommending adjustment where possible.

Statistics and Records Section

This Section prepares, certifies and maintains personnel records and documents required in transacting all types of personnel actions affecting civilian employees. Maintains a positive control over the status and flow of actions throughout the Division. Compiles periodic and special statistical reports of personnel for the Director and Government agencies. Provides a central mail and file facility for the Division.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

	<u>Vouchered Funds</u>	<u>Unvouchered Funds</u>	<u>Total</u>
01. Personal Services	\$ 95,344		
02. Travel	16,700		
06. Printing and Binding	600		
08. Supplies	600		
09. Equipment	1,000		
00. Special Funds		15,000	
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	\$114,244	\$15,000	\$129,244

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F. YEARS 19
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 BR. PERSONNEL
 DI. SUMMARY
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ART. 12 PERSONNE

19-7	
NO.	RANK

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

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PERSONNEL DIVISION

Office of the Chief

This Office is under the direction of a Chief, assisted by an Assistant Chief and two Clerk-Stenographers.

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SUMMARY OF PERSONNEL REQUIREMENTS

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: **23 January 1946**

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL			
	1946			1947			1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY
Chief	1	CAF-13	6230	1	CAF-13	6230					1	6230	1	6230
Assistant Chief	1	CAF-12	5180	1	CAF-12	5180					1	5180	1	5180
Clerk-Stenographer	1	CAF-6	2650	1	CAF-6	2650					1	2650	1	2650
Clerk-Stenographer	0	-	-	1	CAF-5	2320					0	-	1	2320
TOTAL	3		14060	4		16380					3	14060	4	16380

Remarks:

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NOTE: No funds will be included in the estimates for support of activities.

PERSONNEL DIVISION

DATE: 10 February 1964

Classification & Personnel Utilization Section

Responsible for planning, developing and carrying out a classification program under the provisions of established legislation and the needs of the SSU. Responsible for maintenance of classification records and charts. Conducts organization planning, and personnel utilization surveys and studies.

Personal Services:

This Section is under the direction of a Chief, assisted by a staff of analysts and clerks, including an Army Officer, a Navy Officer and one enlisted man.

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SUMMARY OF PERSONNEL REQUIREMENTS

DATE: 23 January 1968

FISCAL YEARS 19

PERIODIC

DIVISION: _____

SECTION: _____

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL				ARMED SER. PERSONNEL			
	1946			1947			1946		1947		1946		1947		1946		1947	
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK
Chief	1	CAF-12	\$ 5100	1	CAF-12	\$ 5100					1	\$ 5100	1	\$ 5100				
Senior Analyst	2	CAF-11	3600	2	CAF-11	3600					2	3600	2	3600	1	Capt	1	Capt
Analyst	2	CAF-9	7200	2	CAF-9	7200					2	7200	2	7200	1	Lt. Col	1	Lt. Col
Junior Analyst	0	-	-	2	CAF-7	5900					0	-	2	5900				
Clerk-Trainee	0	-	-	1	CAF-5	2320					0	-	1	2320				
Clerk-Stenographer	1	CAF-4	2100	1	CAF-4	2100					1	2100	1	2100	1	S/Sgt	1	S/Sgt
TOTAL	6		\$23160	9		\$31440					6	\$23160	9	\$31440	3		3	

Remarks:

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PERSONNEL DIVISION

Procurement & Placement Section

Responsible for planning, organizing, and directing the interviewing, selection, certification, and placement of qualified personnel. Administers efficiency rating and promotion programs. Maintains liaison with the War Department, Navy Department, Civil Service Commission on personnel matters. Makes trips to the field to procure personnel.

Personal Services:

This Section is under the direction of a Chief with an Assistant, placement technicians, a clerk-stenographer, two officers and one enlisted man.

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PERSONNEL DIVISION

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.02. Travel:

\$16,700

The estimates for travel are predicated on necessary travel to procure personnel of special qualifications; to maintain liaison between the overseas missions and the Washington office.

	<u>Domestic</u>	<u>Foreign</u>	
1. 12 trips to East Coast points and return	\$ 600		
2. 8 trips to Midwest point and return	1,200		
3. 6 trips to West Coast points and return	2,700		
4. 10 trips to New York and return	400		
5. 2 trips to European points* and return		\$5,800	
6. 2 trips to Far East and return		6,000	Total
	<u>\$4,900</u>	<u>\$11,800</u>	<u>\$16,700</u>

*Each trip to include all European installations.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.06 Printing and Binding \$600

This includes the printing of multiple form personnel action sheets, retirement cards, standard forms, etc.

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DECLASSIFIED
AUTHORITY: E.O. 12958

ESTIMATES - PERSONNEL BRANCH
ENDING 30 JUNE 1947

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.08 Supplies

\$600

This includes non-standard supplies needed for mechanical records equipment such as specially designed Kardex Cards.

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.09 Equipment \$1,000

This is for mechanical filing equipment needed to implement present equipment for the purpose of providing control of personnel actions and positions.

Investigative 1948
equipment and

for direct
control and

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PERSONNEL DIVISION

Budget Estimates for Fiscal Year Ending 30 June 1947

.00 Special Funds

\$15,000

This provides for expenses incurred by Candidates, for specialized positions, being interviewed by officials of the Personnel Division in Washington. This estimate is based on 200 Candidates at an average cost of \$75 per Candidate.

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WAR DEPARTMENT
Strategic Services Unit
Personnel Branch - Headquarters and Headquarters Detachment
Statement of Justification
Budget For Fiscal Year Ending 30 June 1947

Justification: The Headquarters and Headquarters Detachment functions within the Personnel Branch to administer the personnel of the Strategic Services Unit, which is a detachment of the 1st Cavalry Division. The purpose of this detachment is to administer and coordinate the personnel of the Strategic Services Unit and to provide personnel services to the personnel of the Strategic Services Unit who are attached to the 1st Cavalry Division.

**WAR DEPARTMENT
Strategic Services Unit**

Personnel Branch - Headquarters and Headquarters Detachment
Statement of Justification
Budget For Fiscal Year Ending 30 June 1947

Justification: It is the responsibility of this detachment to carry out all War Department personnel and personnel affecting military personnel. Mainline contact is maintained with the Headquarters, Military District of Washington, and with the Office of the Adjutant General.

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WAR DEPARTMENT

Strategic Services Unit

Personnel Branch - Headquarters and Headquarters Detachment
Statement of Justification

Budget for Fiscal Year Ending 30 June 1947

Function: The Headquarters and Headquarters Detachment functions within the Personnel Branch in accordance with the provisions of General Order No. 10, dated 10 December 1945. The purpose of this Detachment is to carry out all administrative activities affecting Commissioned and enlisted personnel of the Army who are attached to the SSU.

Activities: Maintains Army Service records and records of assignments within SSU. Prepares and audits Military Personnel Payrolls and Expense Accounts. Issues orders for the reassignment, transfer, promotion, and discharge of such personnel. Provides assistance and advice on personal matters.

Coordination: It is the responsibility of this Detachment to carry out all War Department directives and regulations affecting military personnel. Maintains constant liaison with Headquarters, Military District of Washington, and with the Office of the Adjutant General.

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NAVY DEPARTMENT
BUREAU OF PERSONNEL
BUDGET FOR FISCAL YEAR 1947
BUDGET ESTIMATES

PERSONNEL BRANCH

Function: This Command was established under the Personnel Branch of General Order No. 10, dated 10 November 1945, for the NAVAL COMMAND carrying out all administrative activities affecting commissioned and warrant personnel of the Navy Department who are attached to the Navy.

FISCAL YEAR 1947

Activities: Maintains Navy Service Records and records of assignments within NSU. Reviews requests to the Bureau of Personnel, Navy Department, for the issuance of orders for reassignment, transfer, promotion, and discharge of such personnel. Provides assistance and advice on personnel matters.

Coordination: It is the responsibility of this Command to carry out all Navy Department regulations and directives affecting naval personnel. Maintains close liaison with the Navy Department on matters of personnel and other naval matters as may be requested by the Director.

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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH - NAVAL COMMAND
STATEMENT OF JUSTIFICATION
BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

Function: This Command was established under the Personnel Branch by General Order No. 10, dated 10 December 1945, for the purpose of carrying out all administrative activities affecting commissioned and enlisted personnel of the Navy Department who are attached to the SSU.

Activities: Maintains Navy Service Records and records of assignments within SSU. Prepares requests to the Bureau of Personnel, Navy Department, for the issuance of orders for reassignment, transfer, promotion, and discharge of such personnel. Provides assistance and advice on personnel matters.

Coordination: It is the responsibility of this Command to carry out all Navy Department regulations and directives affecting naval personnel. Maintains close liaison with the Navy Department on matters of personnel and other naval matters as may be requested by the Director.

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Authority NND 51251

BUDGET ESTIMATES - PERSONNEL BRANCH
FISCAL YEAR ENDING 30 JUNE 1947

SUMMARY OF PERSONNEL REQUIREMENTS

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FISCAL YEARS 1946 - 1947

(53683)

BRANCH: PERSONNEL

DIVISION: NAVAL COMMAND

SECTION: _____

NOTE: No funds will be included in the estimates for payment of overtime.

DATE: 23 JANUARY 1946

TITLE OF POSITION OR ORGANIZATION UNIT (OPERATING TITLE)	CIVIL SERVICE PERSONNEL						SPECIAL FUNDS				TOTAL FULL-TIME CIVILIAN PERSONNEL		ARMED SER. PERSONNEL		TOTAL FULL- TIME CIV. & SER. PERS.		TEMPORARY PART-TIME		W	W
	1946			1947			1946		1947		1946		1946		'46 '47		NO.		A	O
	NO.	GRADE	ANNUAL SALARY	NO.	GRADE	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	ANNUAL SALARY	NO.	RANK	NO.	RANK	NO.	ANNUAL SALARY	NO.	C
COMMANDING OFFICER													1	COMDR	1	COMDR				
PERSONNEL OFFICER													2	LTS	2	LTS				
Asst PERSONNEL OFFICER													1	LT(JG)	1	LT				
NAVAL LIAISON OFFICER													1	LT(JG)	1	LT				
SENIOR TO COMMANDING OFFICER													1	CY	1	CY				
MEMBER TO EXHIBIT DIVISION													2	CY	1	CY				
NAVAL LIAISON DIVISION													2	YIC	1	YIC				
NAVAL DEMONSTRATION OFFICERS													1	YIC	1	YIC				
NAVAL OFFICERS SECTION													1	YIC	1	YIC				
Asst " "													1	YIC	1	YIC				
TRAINING CLERK													1	YIC	0	-				
TOTAL													14		11					

that added by Opale to bring it up to NDHS figure

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Agnes L. Daniel Personnel Br.
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Duplicate

WAR DEPARTMENT

STRATEGIC SERVICES UNIT

P E R S O N N E L B R A N C H

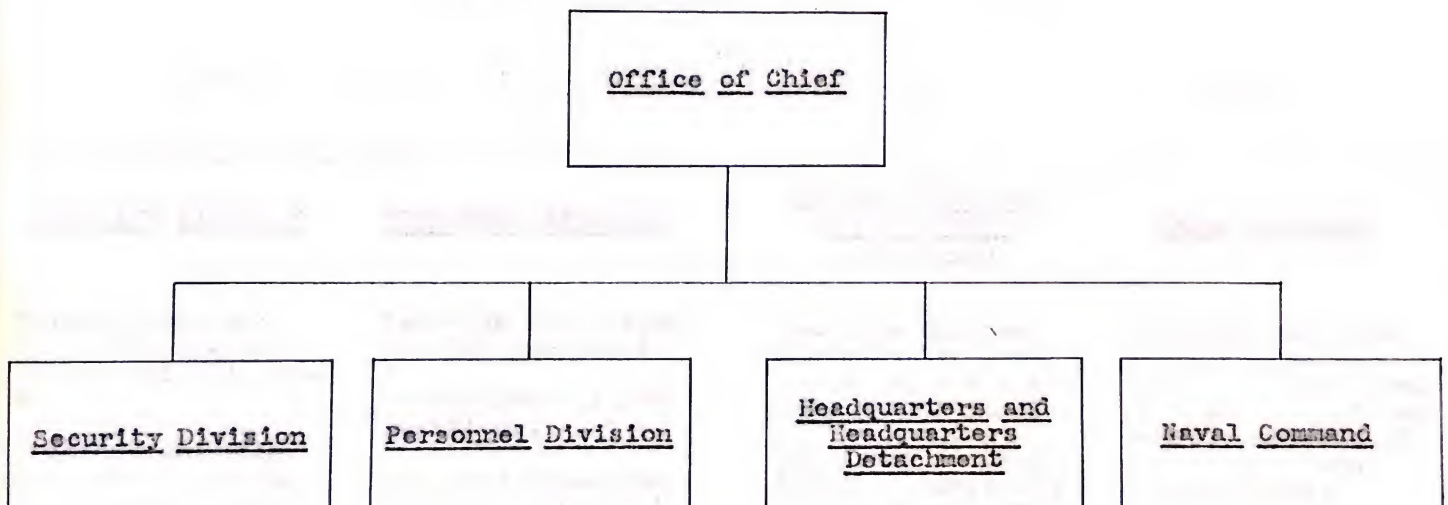
BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1947

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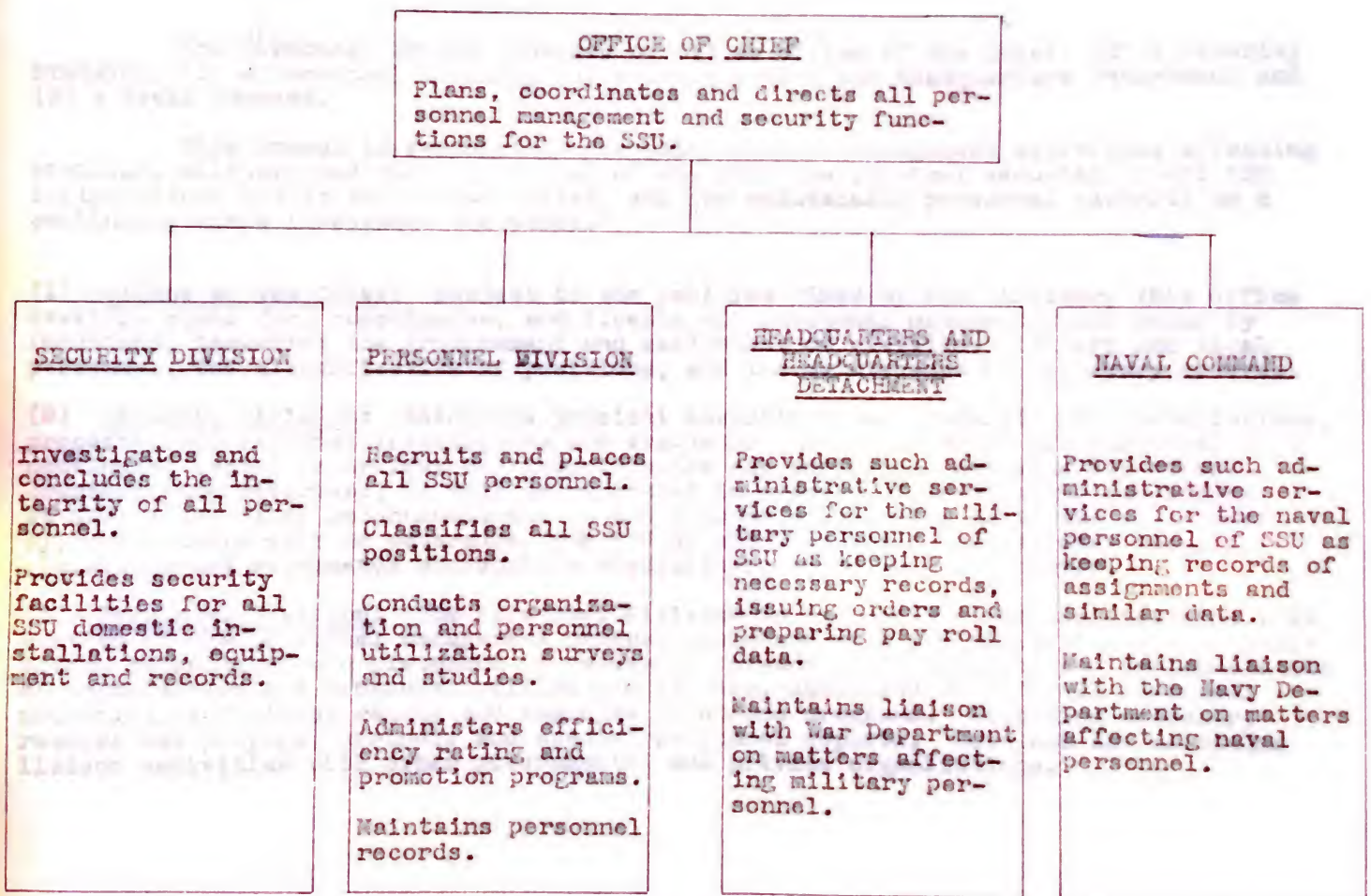
Exhibit I
(Organizational Chart)

STRATEGIC SERVICES UNIT
PERSONNEL BRANCH



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STRATEGIC SERVICES UNIT
PERSONNEL BRANCH

Exhibit II
(Functional Chart)



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**STRATEGIC SERVICES UNIT
PERSONNEL BRANCH**

The Personnel Branch consists of (1) an Office of the Chief, (2) a Security Division, (3) a Personnel Division, (4) a Headquarters and Headquarters Detachment and (5) a Naval Command.

This Branch is responsible for all personnel management activities affecting civilian, military and Naval personnel of the SSU; the physical security of all SSU installations within the United States, and for maintaining personnel security on a continuing basis throughout the world.

(1) Office of the Chief: Subject to the policies fixed by the Director, this office develops plans for, coordinates, and directs all personnel management and security functions, including the procurement and assignment of civilian, military and Naval personnel, the classification of positions, and the maintenance of necessary records.

(2) Security Division: Maintains physical security of all domestic SSU installations, property, and records; investigates and evaluates the integrity of all personnel on a continuing basis; interviews and indoctrinates new employees, overseas departees, couriers, and returnees, as well as personnel in process of terminating employment at SSU; makes final recommendations on the grounds of security as to the employment by, continuance with or severance from SSU of all personnel; investigates security violations and recommends appropriate disciplinary steps to The Director.

(3) Personnel Division: The Personnel Division is responsible for administering that portion of the personnel management program concerned with the classification of positions, recruitment and placement of necessary personnel, development and implementation of organization and personnel utilization studies, execution of internal personnel promotion, efficiency rating and employee relations programs. Maintains necessary records and prepares periodic and special personnel reports. Develops and maintains liaison activities with other governmental and private organizations.

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- 2 -

(4) Headquarters and Headquarters Detachment: In accordance with established regulations and subject to the policies formulated by the Chief, this Detachment is responsible for all administrative activities affecting commissioned and enlisted personnel of the Army including liaison with the War Department regarding such activities, and the maintenance of records for all Army personnel assigned to the SSU.

(5) Naval Command: Subject to established regulations and in accordance with the policies formulated by the Chief, this command is responsible for all administrative activities affecting commissioned and enlisted personnel of the Navy and the Marine Corps including liaison with the Navy Department regarding such activities and the maintenance of records for all Navy personnel assigned to the SSU.

40	Personal Services	55,000	2 1,000	
41	Travel	71,000	-	
42	Printing and Mailing	600	-	
43	Other Commercial Services	16,000	-	
44	Supplies	2,000	-	
45	Equipment	1,000	-	
46	Special Funds	-	75,000	
		<hr/> 279,000	<hr/> 2 27,000	<hr/> 306,000

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STRATEGIC SERVICES UNIT

PERSONNEL BRANCH

SUMMARY

Budget Estimates for Fiscal Year Ending 30 June 1947

	<u>Vouchered Funds</u>	<u>Special Funds</u>	<u>Total</u>
.01 Personal Services	\$231,380	\$ 4,300	
.02 Travel	27,350	-	
.06 Printing and Binding	600	-	
.07 Other Contractual Services	16,000	-	
.08 Supplies	1,100	-	
.09 Equipment	1,000	-	
.00 Special Funds	-	33,000	
	<u>\$277,430</u>	<u>\$ 37,300</u>	<u>\$314,730</u>

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SAMPLE
APPENDIX I

BUDGET ESTIMATES

XYZ BRANCH

FISCAL YEAR 1946

OFFICE OF STRATEGIC SERVICES
X-Y-Z BRANCH
STATEMENT OF JUSTIFICATION
BUDGET FOR FISCAL YEAR ENDING 30 JUNE 1946

Estimates for the X-Y-Z Branch have been determined only after a careful consideration of the presently known needs.

Function: The X-Y-Z Branch was established through Special Order No. 5, dated 11 August 1942, pursuant to Military Order of the Commander-in-Chief, dated 13 June 1942. It was created for the purpose of aiding the Director in formulating programs and policies relating to the direction of traffic, and in determining the effectiveness with which such programs and policies are being carried out.

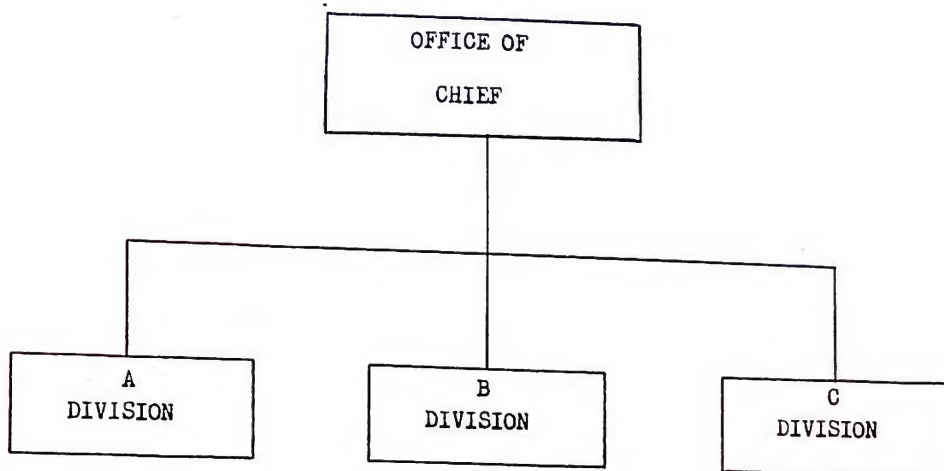
Activities: Assembles and coordinates all factual data relating to traffic and recommends application of these facts as they may involve other government agencies, the armed forces, the Association of American Railroads, and the carriers themselves; and directs the movement of traffic whenever necessary to prevent congestion or delay or to speed up handling. (Such practices are now being carried out in the case of the movement of petroleum traffic). The Branch is charged with the responsibility of administering General Orders 1 and 13 calling for the greater utilization of equipment in the handling of merchandise and carload traffic. It studies with and carries out instructions and recommendations of the War Production Board regarding transportation priorities and preferences and helps administer from a distribution standpoint any and all production controls sanctioned by the War Production Board or the War Food Administration and concurred in by the X-Y-Z Branch.

Coordination: It is necessary to cooperate with the various agencies of the government, namely: Army, Navy, Marine Corps, War Shipping Administration, Russian Lend-Lease, British Lend-Lease, etc., in order to know the potentialities of their respective activities as related to transportation so that their combined aggregate of rail and ship traffic may be regulated in movement and at the ports of exit and entry. In addition to specific problems mutually handled and disposed of, these other agencies keep the X-Y-Z Branch currently informed of daily transport conditions as developed from channel reports received from the railroads, traffic estimates based upon present and prospective domestic and military requirements, warehousing and storage problems, waterway movements, motor carrier activities, local transport problems involving use of rail facilities and other matters mutually related and of common concern.

EXHIBIT 1
(Organizational Chart)

OFFICE OF STRATEGIC SERVICES

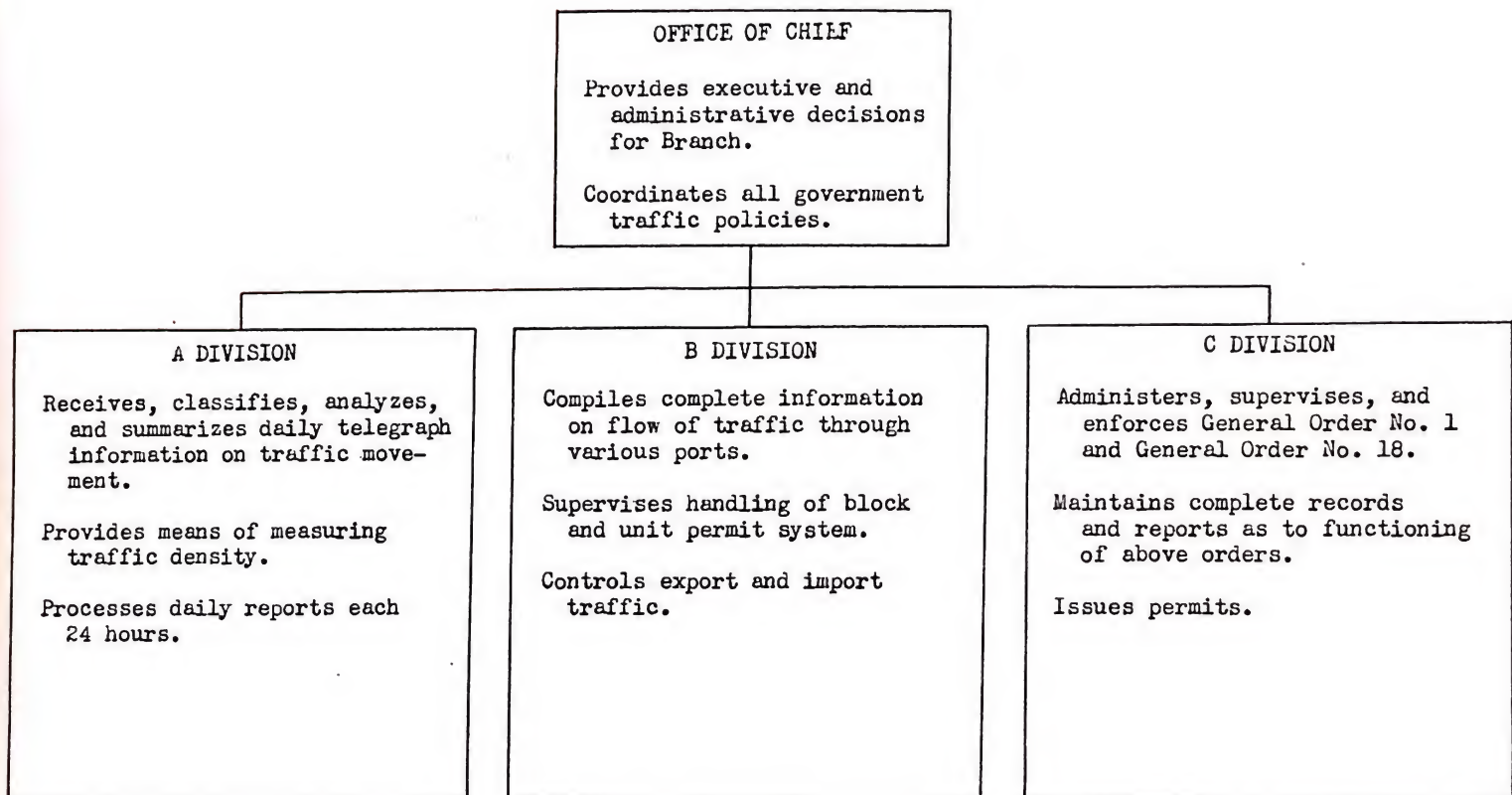
X - Y - Z BRANCH



OFFICE OF STRATEGIC SERVICES

EXHIBIT II
(Functional Chart)

X - Y - Z BRANCH



Office of the Chief: This office provides the executive and administrative head for the Branch which is composed of several separate divisions, and acts as the point of coordination between the Branch and other government agencies as well as other branches of the agency. Under the chief there is operated a Government Traffic Policy Committee established for the purpose of coordinating all government traffic policies along lines that are most efficient and practical with respect to war time transportation. The chief and the assistant chief maintain close relations with shippers, carriers, government agencies, and other branches in the organization, handling through them advice and information, and policies and controls established in discharging the functions of the branch.

A Division: This division receives, classifies, analyzes, and summarizes daily telegraph information from the leading rail carriers throughout the country, showing traffic movement and car and train counts at various yards, junctions, gateways and divisions. Through properly classified reports this division provides a means of measuring traffic density throughout the country and, based on its operation throughout the past year, has made available important data in many cases to the organization and to other agencies, such as the War and Navy Departments, War Shipping Administration, and the Foreign Economic Administration.

B Division: This division compiles complete information daily concerning the flow of traffic through the various ports for export. Under its jurisdiction is the handling of the block and unit permit system covering movement of freight to the ports, the policing of car activity at the ports, and the handling of the integration between inland and ocean shipping. Through records which it maintains and compiles it advises the carriers, local port representatives, shipping agencies, Foreign Economic Administration, War Shipping Administration, and other interested agencies concerning the flow of export traffic. The records maintained by this division provide a primary source of commodity, status, and other export and import traffic information for all government agencies, and for that reason are being successful in causing duplicate reports, heretofore prepared in behalf of many individual agencies, to be discontinued.

C Division: This division's duties are to administer, supervise, and enforce General Order No. 1 calling for 10-ton loading of merchandise cars, and General Order No. 18 calling for maximum loading of carload shipments. It maintains complete records and reports as to the functioning of these orders, issuing permits in bona fide cases where compliance cannot be accomplished. Its services are vital to the flexible and successful operation of these orders and in providing a direct contact with the carriers and shippers with the agency as its activities involve these two important regulations.

Exhibit III
(Flow of Material)

OFFICE OF STRATEGIC SERVICES

X - Y - Z BRANCH

SOURCES

DIRECT LIAISON

